OFFICE OF TRAINING

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NOTICE
No. 12-69

30 January 1969

SUBJECT: Instructors Advisory Committee on Consolidated OTR Building

1. An Instructors Advisory Committee of OTR instructors and resource persons has been appointed to assist in the technical design, configuration and equipping of classrooms and special-use areas in a consolidated training building scheduled for construction for exclusive OTR and OMS/A&E Staff occupancy in 1970.

2. This committee will be advisory to the Director and Deputy Director of Training and will report to Mr. ███████ in his capacity as coordinator for all planning requirements pertaining to the acquisition and design of the new building. 25X1A9a

3. While keeping the Committee small enough to function as an effective working group, I strongly encourage everyone's contribution of ideas and suggestions to the Committee. I shall look to the Committee for in-depth research in educational technology and our own instructional experience so that we do not overlook any special assets -- from the instructor's point of view -- for which a sound argument can be made toward any and all long-range functional objectives. This is obviously a rare opportunity for what, hopefully at least, will be a Headquarters training center in which we can all take professional pride.

5. I expect the Committee to work at whatever pace its chairman and Mr. ████ deem necessary in keeping to the architect's schedule, and to 25X1A9a assure to the very best of our ability that we achieve the ideal student/instructor, teaching/learning environment within the limitations of budgetary or other constraints.

Group I
Excluded from automatic
downgrading and
declassification

John Richardson
Director of Training

25X1A